



**State of Louisiana**  
DIVISION OF ADMINISTRATION

Ctrl # \_\_\_\_\_

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. "MIKE" FOSTER, JR.  
GOVERNOR

August 6, 2001

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2002-10

TO: All UPS Agencies

FROM: Jena W. Cary  
Director

SUBJECT: Report of Aged Outstanding Payroll Checks

Attached is the BL1537-01 report, Aged Outstanding Checks by P/R Reporting Number, which lists the outstanding payroll, supplemental, and service checks issued for your agency for period ending August 30, 2001. This future date was used to capture outstanding payroll checks dated through the 3/23/2001 payday that have not paid as of 7/25/01, and outstanding supplemental & service checks dated through 5/31/01 that have not paid as of 6/30/01. Please refer to the OSUP Standard Accounting Procedures Manual, Section 1.07 for processing instructions.

By **August 31, 2001**, each agency must:

1. Clear as many of these outstanding checks as possible. **DO NOT rework checks handled on previous reports.** It should be noted that the State Treasurer's Office is not required to publish notice of any items which are less than \$50, and agencies are **NOT REQUIRED** to clear these checks.
2. Report to the Office of State Uniform Payroll the status of each outstanding check by notation on the attached report.

***Please make sure the appropriate agency staff is immediately forwarded this memorandum and attachment(s) to complete.*** When sending your report to the Office of State Uniform Payroll, make certain that the attached letter of certification (UPR/F31) is signed by your department head and included. Prior to forwarding the BL1537-01 report to OSUP, make a copy for your records. **DO NOT forward to OSUP aged checks issued to employees who are unable to be located. Any checks issued to employees who are not due the money should be voided per instructions in OSUP Standard Accounting Procedures Manual, Section 2.01.**

The OSUP Standard Accounting Procedures Manual can be found on the OSUP website at <http://www.doa.state.la.us/osup/osup.htm>. For additional information, please contact Angel Vernon at (225) 342-5344. Your cooperation is appreciated.

JWC:ACV:kmb

Attachments